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ABSTRACT

This self-paced workbook is designed to introduce college students to the resources and facilities of the library and to providing the knowledge and skills necessary to do basic library research. Two introductory chapters include a library-specific tour with floor plans (the D. Leonard Corgan Library, Wilkes-Barre, Pennsylvania) and information about the Dewey Decimal classification system, location symbols, circulation procedures, materials locations, missing books, and reserve materials. The remaining chapters provide basic information on the following printed resources: (1) encyclopedias; (2) the card catalog; (3) periodicals and periodical indexes; (4) newspapers and newspaper indexes; (5) book review indexes; and (6) government publications. Almanacs, reference books on statistics, and biographies are briefly noted. Assignment sheets mentioned in the text are not included. (THC)

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BASIC LIBRARY SKILLS

A Self-Paced Workbook

by

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With the Assistance of
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Typed by Rita McGurk

D. Leonard Corgan Library
King's College
Wilkes-Barre, Pennsylvania
June 1984

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Judith Tierney

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INTRODUCTION

The purpose of this workbook is to introduce you to the resources and facilities of the library while at the same time providing you with the knowledge and skills necessary to do basic library research. It will not teach you everything you will ever need to know in order to do effective research but should help you to acquire skills which will be useful throughout your academic career and beyond.

The workbook is designed to allow you to proceed at your own pace, however, it should be completed as early in the term as possible. Read the text of each chapter and complete the assignment sheet for that chapter. When all of your assignment sheets are completed, you may turn them in to the librarian at the Reference Desk.

If you need help as you're working on your assignments, don't hesitate to ask the librarian at the Reference Desk for assistance.

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Chapter One

LIBRARY TOUR

The D. Leonard Corgan Library consists of three floors and was constructed in 1969 to allow for the addition of two more floors. The library houses approximately 160,000 books as well as periodicals, microforms, record albums, tapes, slides, films, filmstrips and art prints. As a selective depository for the 11th Congressional District, it also houses over 360,000 government documents.

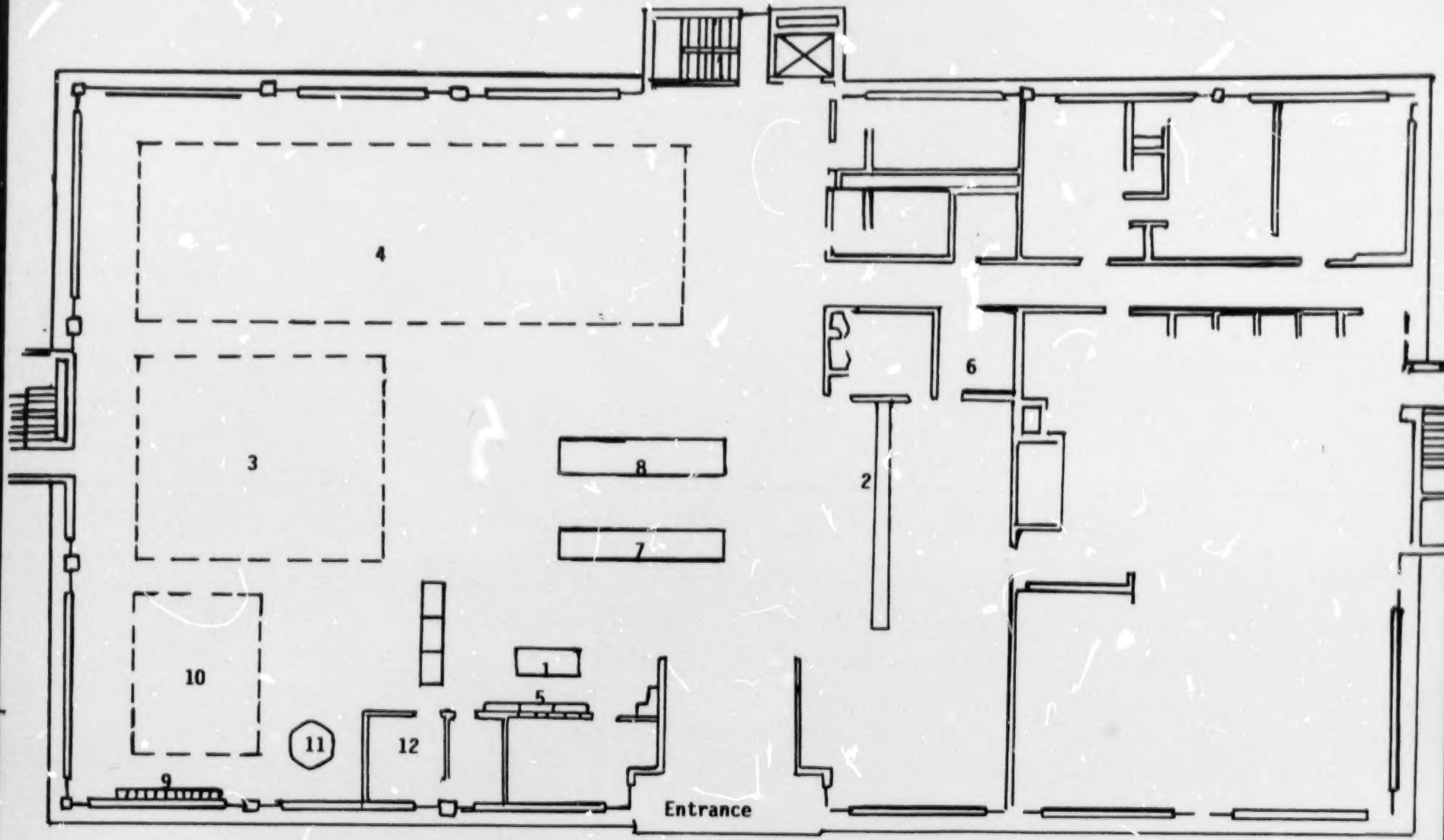
The first step in learning to use the library effectively is finding your way around the building itself and becoming aware of the various facilities and services. Rather than being taken on a group tour, you will take a self-paced, self-directed tour of the library. This tour will give you an overall picture of the library. You will be returning to most areas again to complete assignments in this book.

KING'S COLLEGE LIBRARY FLOOR PLAN

1. Reference Desk	The place to ask for help in doing research or using the collection.
2. Circulation Desk	Most circulating library materials can be checked out here. Reserve materials are shelved here.
3. Abstracts and Indexes	Indexes and abstracting services shelved alphabetically by title.
4. Reference Collection	Noncirculating books used for reference purposes, i.e., encyclopedias, bibliographies, etc.
5. Ready Reference Collection	Heavily used reference books which give "quick" answers.
6. Photocopying Machine	10¢ per exposure; machine accepts quarters, dimes and nickels.

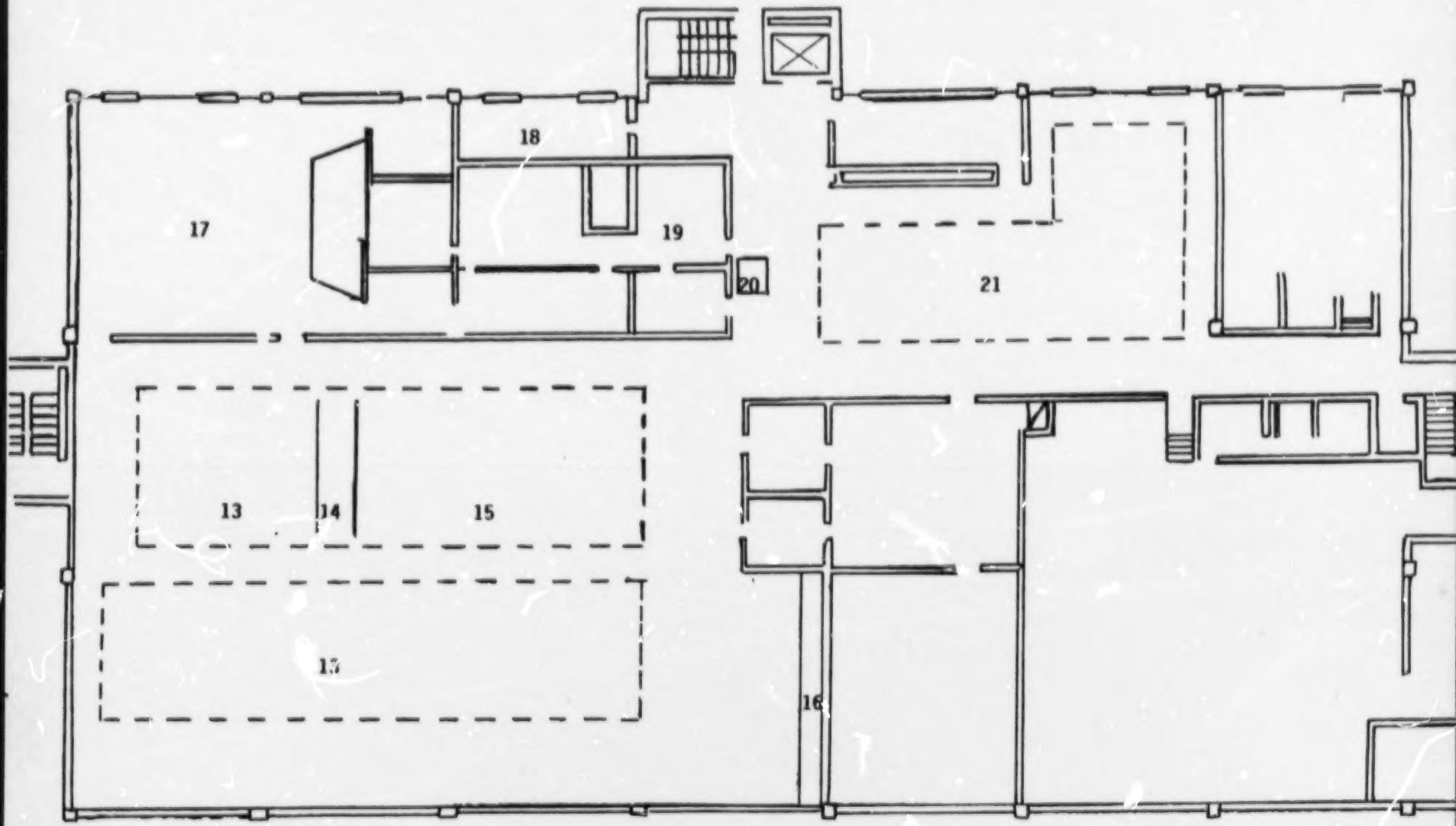
7. Card Catalog	Author, subject, and title index to books in our library.
8. Union Catalog	Author catalog of books held by libraries in northeastern Pennsylvania.
9. ERIC Files	Educational Resources Information Center. Microfiche materials dealing with education and related subjects.
10. Fiction	Part of the circulating collection.
11. Current Newspapers	The most recent daily and Sunday newspapers in the library.
12. Microfilm Machines	Machines on which you can read and/or print microforms of various kinds.
13. Periodicals	Current and back issues of periodicals in paper and microfilm.
14. Newspapers (Microfilm)	Back issues of newspapers on microfilm.
15. Government Documents	Publications of the federal government.
16. Microfilm Machines	Machines on which you can read and/or print microforms of various kinds.
17. Auditorium	Available for showing films to classes and for other kinds of group presentations.
18. Listening Room	For listening to record albums or tapes.
19. Audio-Visual Complex	Here you can make appointments to use films or equipment and also to preview films, and other audio-visual material.
20. Photocopying Machine	10¢ per exposure; machine accepts quarters, dimes, and nickels.
21. Stacks, 000's through 200's	Circulating collection; generalities, philosophy and psychology, theology.

22.	Stacks, 300's	Circulating collection; social sciences.
23.	Stacks, 400's through 700's	Circulating collection; language, pure and applied sciences, the arts.
24.	Stacks, 800's	Circulation collection; literature.
25.	Stacks, 900's	Circulating collection; history, biography, geography.
26.	Juvenile Collection	Circulating collection; books for children and young adults.
27.	Oversize Collection	Circulating collection; 000's through 900's; books too large to fit on other shelves.
28.	Faculty Room	For faculty study.
29.	Smoking Room	For smoking and quiet study.
30.	Group Study Rooms	Available for students to use when studying in groups.
31.	Special Collections	Collections of research materials, primarily of regional or local significance.



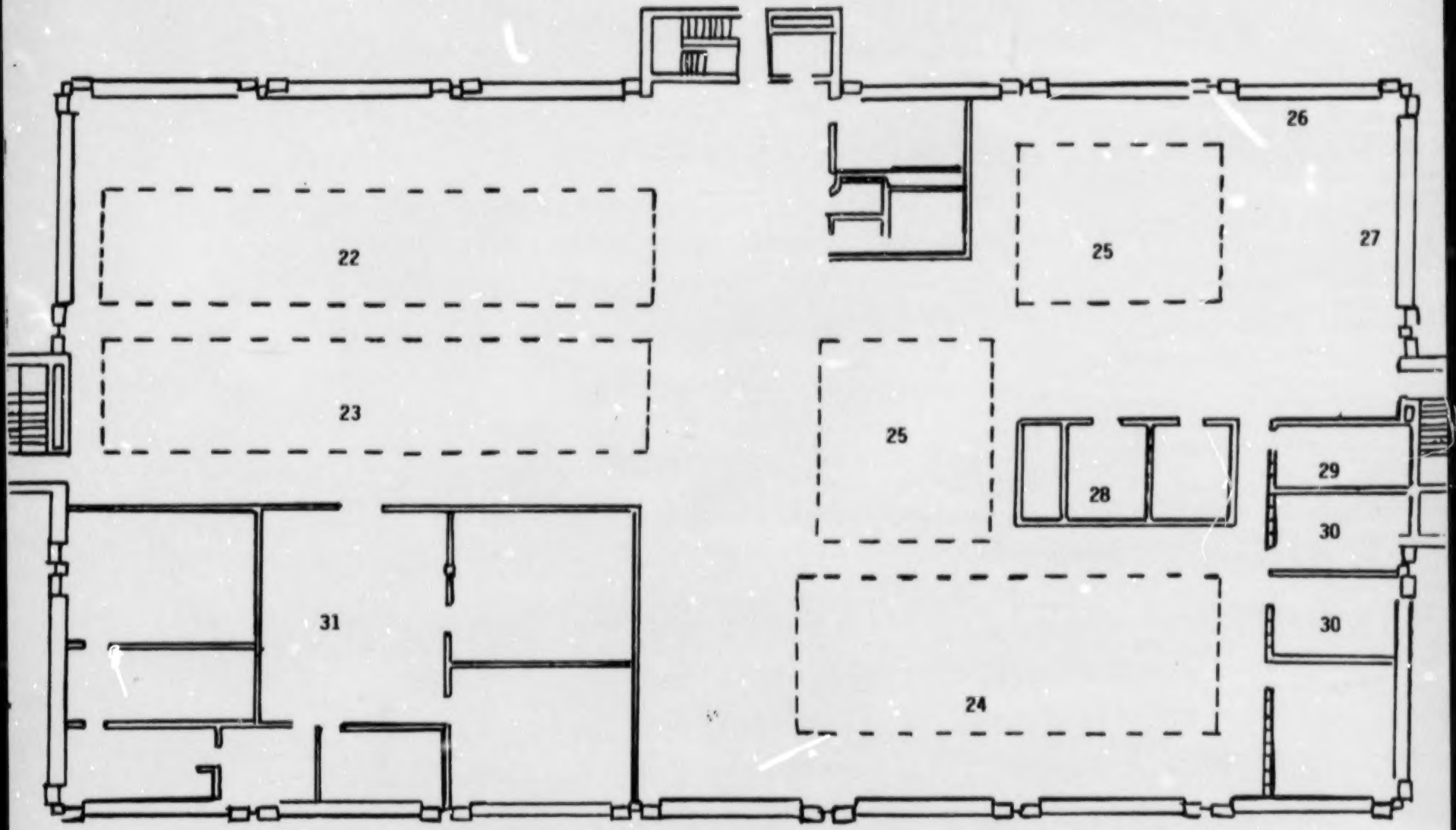
FIRST FLOOR

(Includes Items 1 - 12)



COURT LEVEL

(Includes Items 13 - 21)



SECOND FLOOR

(Includes Items 22 - 31)

Chapter Two

BASIC INFORMATION ABOUT USING THE LIBRARY

To keep the collection organized and to help you find materials, the books in the D. Leonard Corgan Library are arranged by the Dewey Decimal System of classification. A classification scheme arranges books so that all books on the same subject are shelved together. The general categories of the Dewey Decimal System are:

000	Generalities
100	Philosophy & related disciplines
200	Religion
300	The social sciences
400	Language
500	Pure sciences
600	Technology (Applied sciences)
700	The arts
800	Literature
900	General geography & history

Each book is given a unique call number which distinguishes it from all other books and indicates where it can be found. In the Dewey Decimal System, call numbers begin with a number ranging from 001 to 999. Each call number consists of at least two rows of numbers and letters, for example:

599.5
E159B

The top row of the call number indicates the subject category of the book; the second row is a combination of letters and numbers which stand for the author's last name and the title of the book.

The following row of call numbers is arranged in its correct order.

590	599	599	599.5	599.51
St54E	B451F	M383L	E159B	C43A

It is important when doing research to remember to write down the complete call number for an item, that is, all numbers and letters as well as any special location symbols. This precaution will save you much time and frustration.

LOCATION SYMBOLS

Some books have special location symbols above their call numbers. This means that the book has for some reason been shelved in a special place in the library and, in many cases, must be used in the library only. The following is a list of special location symbols used in the D. Leonard Corgan Library:

R	Reference (1st floor)
F	Fiction (1st floor)
GKA	George Korson Archive (Special Collections - 2nd floor)
H	Hibernian Collection (Special Collections - 2nd floor)
J	Juveniles (2nd floor)
K	King's College Authors (Special Collections - 2nd floor)
LAC	Library of American Civilization (Ask at Reference Desk)
LEL	Library of English Literature (Ask at Reference Desk)
O	Oversize (2nd floor)
RC	Record Collection (Ask at Circulation Desk)
SAR	Sources of the American Revolution (Ask at Reference Desk)
SC	Special Collections (2nd floor)
TJL	Thomas Jefferson Library (Ask at Reference Desk)
WAF	Wright's American Fiction (Ask at Reference Desk)

HOW TO CHECK OUT AND RETURN BOOKS AND OTHER MATERIALS

Books and many other materials may be checked out and returned at the Circulation Desk on the first floor of the library. A student must present a valid identification card in order to borrow material. Since each student is responsible for material borrowed on his/her card, students are permitted to borrow only with their own ID cards.

Full-time students receive their permanent ID cards from the Dean of Students' office. Part-time students who are enrolled in a degree-granting program receive their permanent ID cards from the Center for Part-Time

Studies. Part-time students who are not enrolled in a degree-granting program obtain a temporary library card at the Circulation Desk by presenting an ID card issued by the Center for Part-Time Studies.

Books may be borrowed for 8 to 14 days and, if they have not been requested by another patron, may be renewed for an additional 8 to 14 days. Up to five record albums, which are located behind the Circulation Desk, circulate for 8 to 14 days but are not renewable. Most government documents may be borrowed and renewed for 8 to 14 days. Art reproductions located on the court level of the library circulate for the entire semester but are limited to one per student. Audio-visual materials such as films, tapes, slides, and filmstrips and the equipment to use them may be borrowed by students for classroom use by arrangement with the Audio-visual Supervisor.

Head Sets for use in the Audio-visual Listening Room may be borrowed at the Circulation Desk by students. The student's ID card will be held at the desk until the head set is returned.

Portable microfiche readers (lap readers) for use with the Library of American Civilization and the Library of English Literature, two microbook libraries located in the Reference Department, may be borrowed at the Circulation Desk for use in the library only. The borrower's ID card will be held at the desk until the reader is returned.

Reference books, periodicals, newspapers, and microforms do not circulate.

All materials may be returned to the Circulation Desk.

WHERE TO FIND BOOKS AND OTHER MATERIALS

Floor plans and directories of the D. Leonard Corgan Library are posted near the elevators and are available at the Reference and Circulation Desks, as well as in the front of this workbook. These plans and directories will

tell you the section of the library where the material you want is located. In addition, signs above each area and labels at the ends of each section of shelving will tell you what material is shelved there.

MISSING BOOKS

To locate a book which is not in its place on the shelf, check the area where your book is supposed to be shelved. Occasionally, books are misshelved and not in their proper places. If you are still unable to find the book, go to the Circulation Desk and give the person at the desk the book's author and title to see if someone else has the book out. If so, you may ask that the book be placed on reserve for you. When the book is returned, you will be notified that it is being held for you at the Circulation Desk until a certain date.

RESERVE MATERIALS

Sometimes a member of the faculty wants each of his/her students to read the same material for a course and places these materials on "reserve" in the library. Materials reserved by faculty members for their classes may be obtained at the Circulation Desk. Lending periods for reserve materials are stipulated by the faculty member. Generally, these materials circulate for one day, three days, or may be used in the library only. ID cards are necessary to borrow reserve materials which can be removed from the library.

Chapter Three

ENCYCLOPEDIAS

A general encyclopedia is often the best place to begin your research because it contains information on many subjects. The articles, written by people who are specialists in their fields, usually provide good introductions to subjects. You will frequently find selective bibliographies of books and articles at the end of encyclopedia articles to help you further your research. General encyclopedias can help you to get an overview of your subject, give you ideas on how to narrow your subject, and suggest additional subject headings for you to check.

Examples of general encyclopedias are:

R 031 A11A	Academic American Encyclopedia
R 031 C69P	Collier's Encyclopedia
R 031 En19A	Encyclopedia Americana
R 032 En1B3	Encyclopaedia Britannica
R	World Book Encyclopedia

In addition to general encyclopedias which cover the entire field of knowledge, there are many encyclopedias which cover specific subject fields. Articles in these specialized encyclopedias are usually more detailed and exhaustive than those in general encyclopedias.

Some specialized encyclopedias are:

R
370.3 Encyclopedia of Education
En19E

R
103 Encyclopedia of Philosophy
En19E
On reserve at Circulation Desk

R
70[illegible] Encyclopedia of World Art
En19E

R
303 International Encyclopedia of the Social Sciences
En19I

R
503 McGraw-Hill Encyclopedia of Scien[illegible] and Technology
M178M5

Chapter Four

THE CARD CATALOG

The Card Catalog is the index to the library's book collection and, as such, is one of the most important and effective research tools available to you. By using the Card Catalog, you can identify all of the books and some other kinds of material the library owns on a particular subject or by a particular author. You can also determine whether or not the library owns a specific title you're interested in.

There are two Card Catalogs in the library. The Catalog located closer to the library's entrance is the King's College Catalog. The second Catalog will be discussed further on in the chapter.

The King's College Card Catalog has cards representing the author, title and subjects of each book in the library. The cards are filed in one alphabetical sequence in the Catalog.

Catalog cards for tape recordings, spoken record albums and some microforms and government documents are included in the Card Catalog. Cards for musical record albums are located in their own section at the end of the Card Catalog.

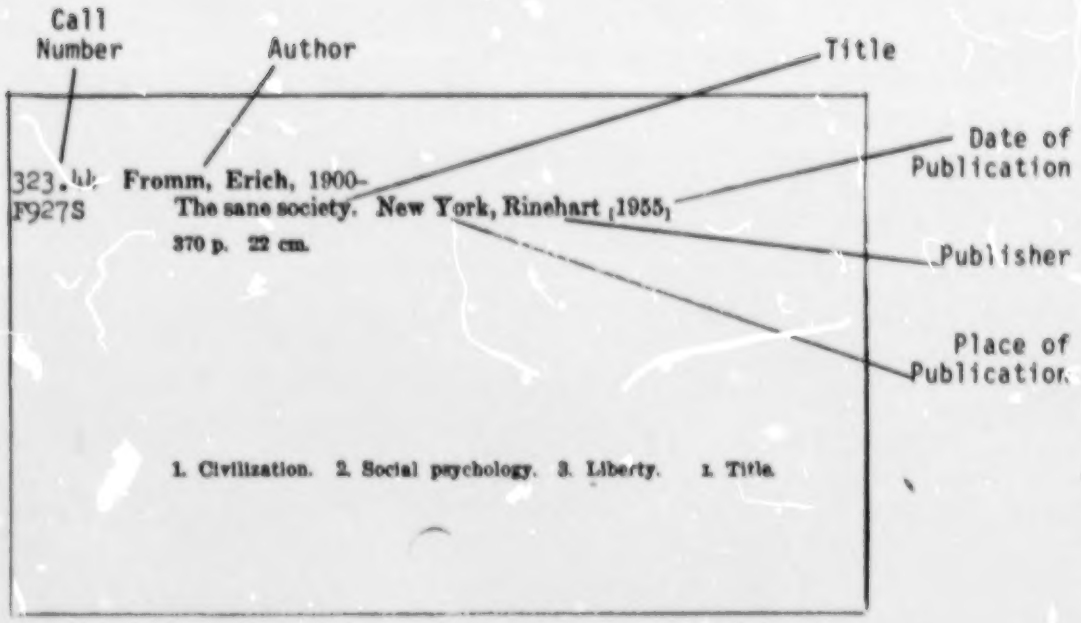
Other materials, such as periodicals, films, and most government documents are not indexed in the Card Catalog, but have their own special lists and indexes in the library.

AUTHOR AND TITLE CARDS

If you know the name of the author of a book or the book's title, you can look it up in the Catalog. The following are sample author and title cards from the Catalog:

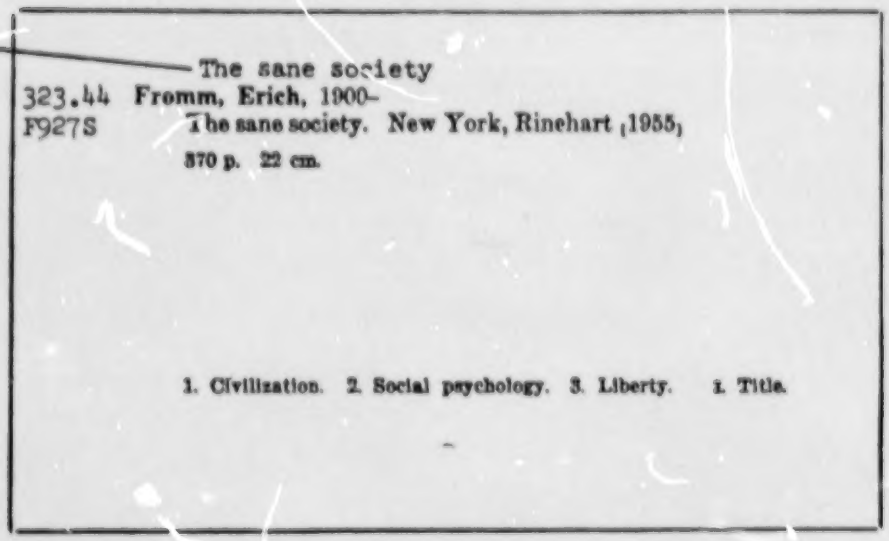
SAMPLE OF AUTHOR CARD

(Filed in the Catalog in the F's)



SAMPLE OF TITLE CARD

(Filed in the Catalog in the S's)


Title
The sane society
323.44 Fromm, Erich, 1900-
F927S The sane society. New York, Rinehart [1955]
370 p. 22 cm.
1. Civilization. 2. Social psychology. 3. Liberty. I. Title.

(Notice that the card is not filed under the article The.)

SUBJECT CARDS

Most of the time when you use the Card Catalog, you will probably be looking for material on a particular subject. Subject cards are interfiled in the Card Catalog with author and title cards. A subject heading expresses the major theme or contents of a book. Each non-fiction book in the library is assigned at least one subject heading and has at least one subject card in the Catalog along with other items on the same topic. The card for the book by Fromm has three subject headings. You will find that the subjects are typed in either BLACK CAPITAL letters or in red letters at the top of the card. It's important not to confuse a book by Fromm with a book about Fromm. Books by Fromm will be filed before books about Fromm in the Catalog.

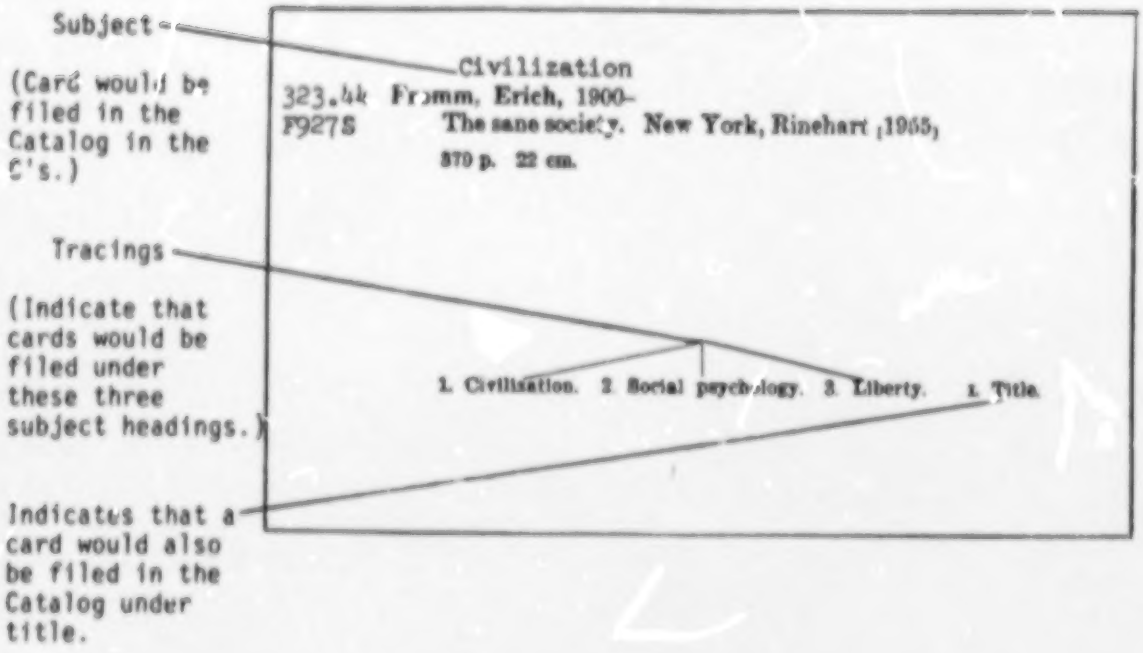
Check the bottom of a catalog card to determine the subject headings which have been assigned to a book. This part of the card is called the "tracings" because it traces or lists all of the catalog cards made for that book. In the Fromm book shown in the sample cards, the subjects assigned to the book were

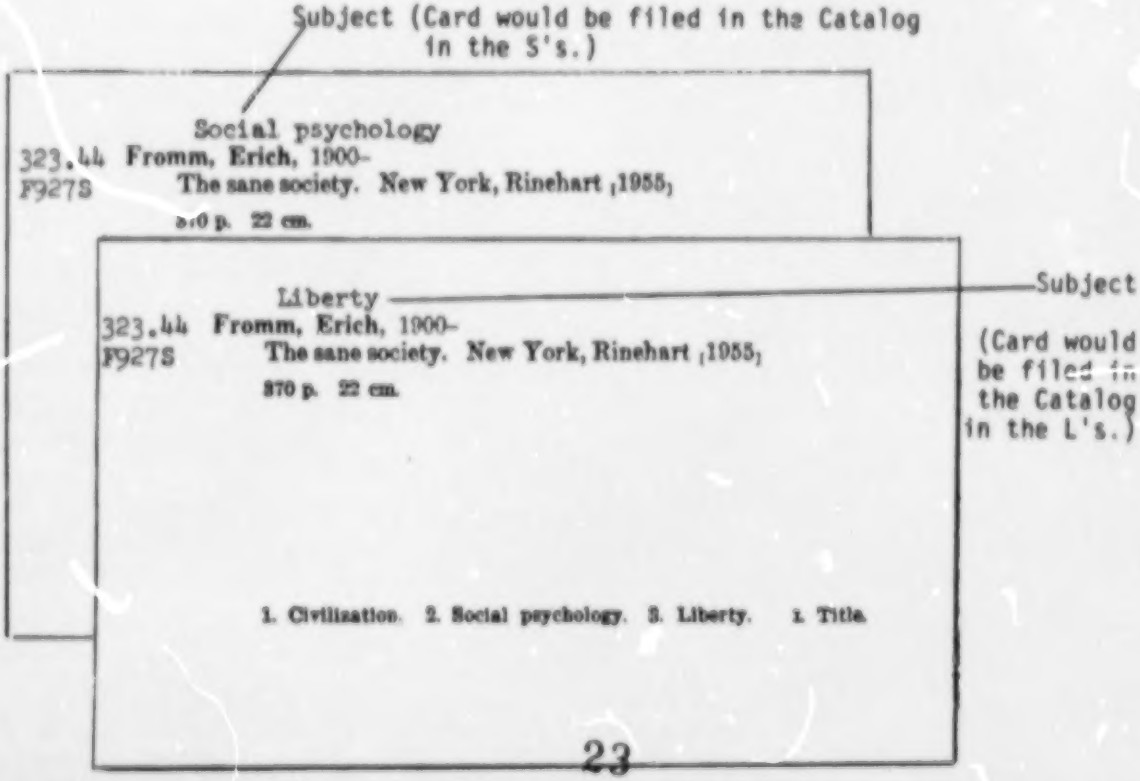
1. Civilization
2. Social Psychology
3. Liberty

A card was also made for the title of the book The Sane Society. It is important to remember that subject heading tracings can be especially useful for identifying related subject headings where you may locate additional books on the same subject.

The following are samples of subject cards:

SAMPLE OF SUBJECT CARDS


Subject
(Card would be filed in the Catalog in the C's.)
Civilization
323.44 Fromm, Erich, 1900-
F927S The sane society. New York, Rinehart [1955]
370 p. 22 cm.
Tracings
(Indicate that cards would be filed under these three subject headings.)
1. Civilization. 2. Social psychology. 3. Liberty. I. Title.
Indicates that a card would also be filed in the Catalog under title.


Subject (Card would be filed in the Catalog in the S's.)
Social psychology
323.44 Fromm, Erich, 1900-
F927S The sane society. New York, Rinehart [1955]
370 p. 22 cm.
Liberty
Subject
(Card would be filed in the Catalog in the L's.)
323.44 Fromm, Erich, 1900-
F927S The sane society. New York, Rinehart [1955]
370 p. 22 cm.
1. Civilization. 2. Social psychology. 3. Liberty. I. Title.

LIBRARY OF CONGRESS SUBJECT HEADINGS

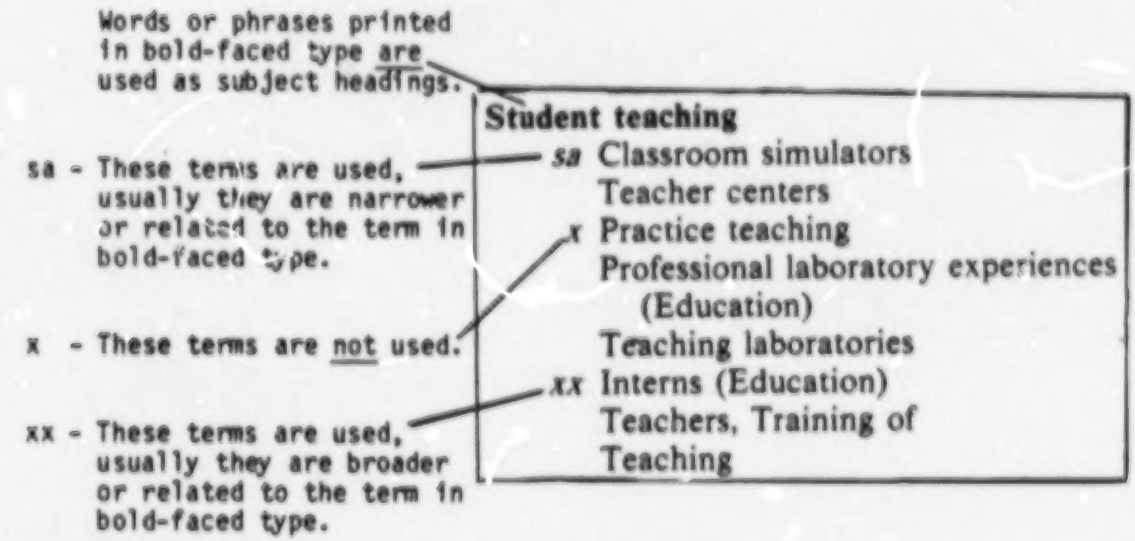
Most of the subject headings assigned to items in the Card Catalog are taken from a two-volume set of books entitled Library of Congress Subject Headings. This set contains subject headings arranged alphabetically and can be found on the table next to the Card Catalog.

Using the Library of Congress Subject Headings can help you to determine what subjects to check in the Card Catalog to find books on your topic; it can also help you to find additional subject headings to check in doing your research. You may be able to use these subject headings when using other indexes and reference materials.

The following entry is reproduced from a volume of the Library of Congress Subject Headings:

LIBRARY OF CONGRESS SUBJECT HEADINGS

SAMPLE ENTRY


Words or phrases printed in bold-faced type are used as subject headings.
sa - These terms are used, usually they are narrower or related to the term in bold-faced type.
x - These terms are not used.
xx - These terms are used, usually they are broader or related to the term in bold-faced type.
Student teaching
sa Classroom simulators
Teacher centers
x Practice teaching
Professional laboratory experiences
(Education)
Teaching laboratories
xx Interns (Education)
Teachers, Training of
Teaching

USING THE CARD CATALOG

It is important to remember the following points when using the card catalog:

1. Filing is word by word, then letter by letter, for example, NEW YORK is filed before NEWARK; NEW ZEALAND before NEWFOUNDLAND.

2. Abbreviations are filed as if they were spelled out. For example, you would look for DR. as if it were spelled DOCTOR; N.Y. as if spelled NEW YORK.

3. All last names that begin with MC are filed as if they were spelled MAC. You would look for MCCARTHY as if it were spelled MACCARTHY

4. Numbers are filed as if spelled out. The title 1984 is filed as if it begins with the word NINETEEN.

5. The words THE, AN, and A at the beginning of a title are disregarded in filing title cards. The initial articles are also disregarded in foreign languages, for example, EIN, LA, LAS, LE, EL.
When THE, AN, or A are used in the middle of a title, they are filed in sequence, e.g.:

ON STALIN AND STALINISM
ON THE MARGIN

6. Subjects, authors and titles with the same word are filed with authors first, subjects next and titles last. For example:

Authors
- Sand, George
- Sand, John

Subjects
- SAND
- SAND - OPTICAL PROPERTIES
- SAND - TESTING

Titles
- Sand
- Sandbox

UNION CATALOG

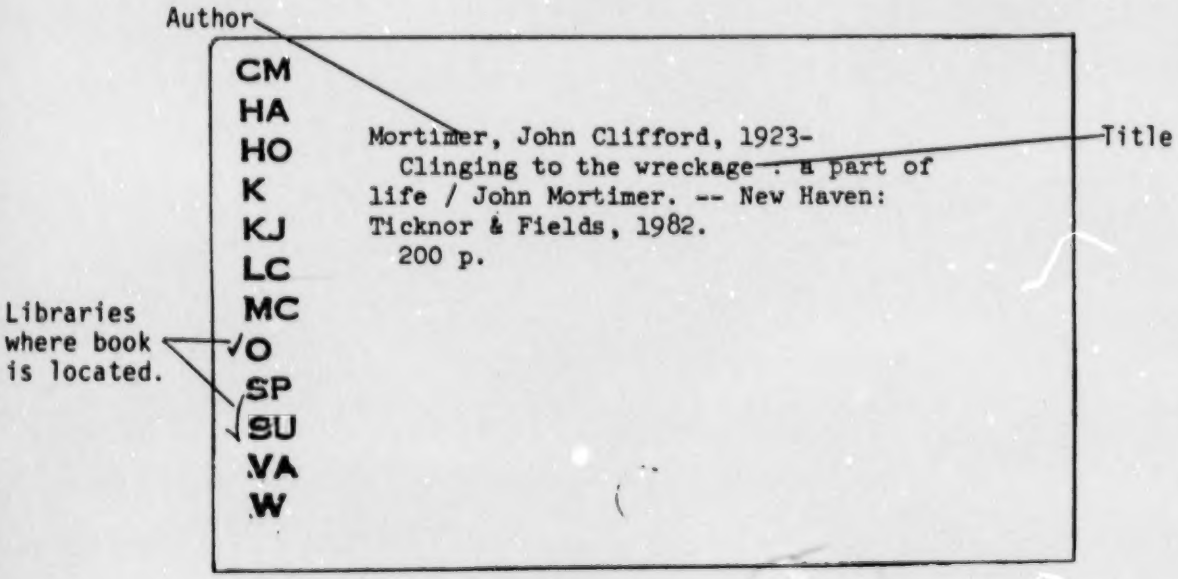
If you are unable to find the book you're seeking in our Card Catalog, it's possible that another library in the area owns the book. You can determine this by checking the Union Catalog, which is produced by the Northeastern Pennsylvania Bibliographic Center (NEPBC), a consortium of area libraries. The Union Catalog is one of two Catalogs located on the first floor of the library. It is also available on microfiche in the Reference Department.

If you know the author and title of a book, you can determine if anyone locally owns the book by checking under the author's name (sometimes the title) in the Union Catalog. There are no subject cards in the Union Catalog. Therefore, you can't do a subject search.

The following is a sample card from the Union Catalog:

NEPBC UNION CATALOG

SAMPLE CARD

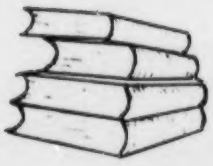


Notice that this card has no call number in the upper left-hand corner. Instead a list of symbols of participating libraries runs down the left-hand side of the card. Those symbols which are checked indicate the libraries that own the book. In this case both the Osterhout Free Library and the library of the University of Scranton own the volume.

You may decide at this point to go directly to one of the checked libraries to borrow the book; King's College students may directly borrow from all local college libraries and the Osterhout Free Library. Or you may decide to borrow the book on interlibrary loan. If so, see the librarian at the Reference Desk to fill out an interlibrary loan request form.

The following abbreviations are used in the Union Catalog and also in the Union List of Serials, which is discussed in chapter five of this workbook.

CM	College Misericordia Library
HA	Hazleton Public Library
HO	Hoyt Public Library
K	King's College Library
KJ	Keystone Junior College Library
LC	Luzerne County Community College Library
MC	Marywood College Library
O	Osterhout Free Library
SP	Scranton Public Library
SU	University of Scranton Library
VA	Veterans Administration Hospital Library
W	Wilkes College Library



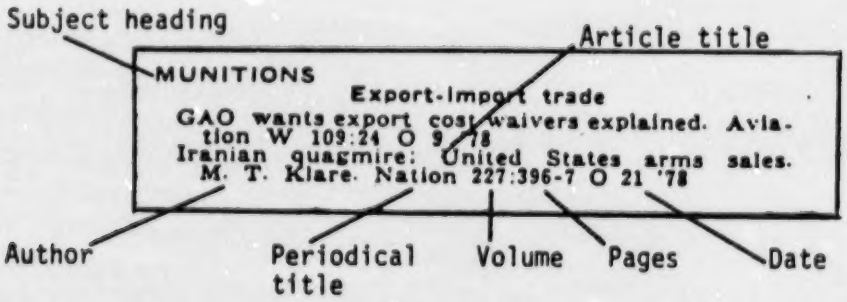
Chapter Five

PERIODICALS AND PERIODICAL INDEXES

Periodicals are also called magazines or journals or serials. Since, unlike books, they are issued at regular intervals--daily, weekly, monthly, or yearly--periodicals are good sources of current information on subjects and also good sources of information on subjects too new to be treated by books.

PERIODICAL INDEXES

The easiest way to find periodical articles on a subject is to use periodical indexes, which list articles from various journals. Some indexes are general and cover many subject areas; others are specialized and cover specific subject areas, such as science, business or religion. Articles are usually listed in the indexes by subject and sometimes by author as well. An entry or citation in a periodical index will usually include the author of the article, title of the article, title of the periodical in which the article appears, volume number, page numbers, and date. A typical entry or citation looks like this:



Indexes frequently abbreviate the tiles of magazines; a list of abbreviations as well as directions for using the index can be found in the front of each index volume.

Periodical indexes are shelved alphabetically by title in the Abstracts and Indexes area of the Reference Department. The periodical index you use in your research will depend on your topic. There are many specialized indexes in subject fields such as education, criminal justice, accounting, science, business, religion, economics, and so on. Four of the most commonly used indexes are:

Readers' Guide to Periodical Literature

Indexes articles from general, popular magazines. Entries are arranged alphabetically by subject and author.

Humanities Index

A guide to articles of a scholarly nature in the fields of archaeology, the arts, criticism, folklore, history, language and literature, philosophy, and theology. Articles are listed alphabetically by subjects and author. Book reviews are located at the end of each volume.

Social Sciences Index

Indexes scholarly periodicals in the fields of anthropology, economics, environmental sciences, political science, psychology, sociology, and related subjects. Entries are arranged alphabetically by subject and author. Book reviews are in a separate section at the end of each volume.

Public Affairs Information Service Bulletin

Lists periodical articles, books, pamphlets, and government documents about economics, politics, social conditions, international relations, and other subjects. Items are indexed only by subject.

PERIODICAL LIST

The library does not own all of the periodicals indexed in the periodical indexes. You can determine which periodicals the library has by checking the periodical list in the Reference Department, which lists all of our periodicals alphabetically by title and also indicates the years we own.

WHERE TO FIND PERIODICALS

Periodicals are located on the court level of the library where they're shelved alphabetically by title. They may be in the form of paper or microfilm. While no periodicals may be taken from the library, photocopies may be made of articles in paper format. Microfilm reels may be read on machines located in the periodicals section of the library; the machines can also print copies of the articles.

UNION LIST OF PERIODICALS

Periodicals not owned by King's library may be owned by some nearby library. In order to determine this, you can check the Union List of Periodicals published by the Northeastern Pennsylvania Bibliographic Center. The Union List, located in the Reference Department, lists all the periodical holdings of libraries in the area alphabetically by title. You may go directly to those libraries to use their periodicals or you may order specific articles on interlibrary loan by filling out an interlibrary loan form at the Reference Desk.

Chapter Six

NEWSPAPERS AND NEWSPAPER INDEXES

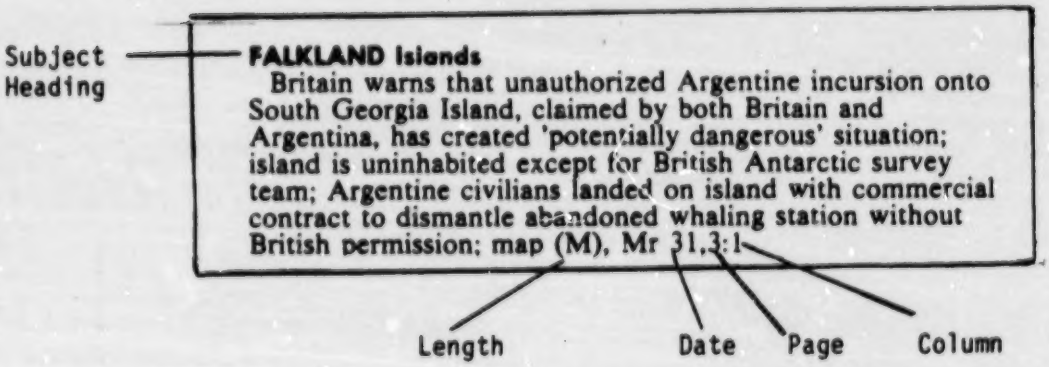
Newspapers provide information which often cannot be found in other kinds of sources. Current newspapers provide us with up-to-date accounts of important current events while past newspapers provide accounts of events important in their day.

Some newspapers, such as the New York Times, publish their own indexes. The New York Times is extremely valuable as a source of information because of its extensive coverage of national and international news; business news; reviews of books, plays and films; and publication of the complete texts of speeches and documents.

Articles in the New York Times are indexed in the New York Times Index from 1851, when the newspaper was founded, to the present. Articles are listed chronologically under alphabetically arranged subject headings. The standard entry provides a brief summary of the article, the date, page number and column number of the issue where it can be found, and an indication of the length of the article--(s) short, (m) medium, (l) long.

NEW YORK TIMES INDEX

SAMPLE ENTRY


Subject Heading
FALKLAND Islands
Britain warns that unauthorized Argentine incursion onto South Georgia Island, claimed by both Britain and Argentina, has created 'potentially dangerous' situation; island is uninhabited except for British Antarctic survey team; Argentine civilians landed on island with commercial contract to dismantle abandoned whaling station without British permission; map (M), Mr 31,3:1
Length
Date
Page
Column

Other newspaper indexes, such as the Christian Science Monitor Index and the Wall Street Journal Index, are also available in the library. They and the New York Times Index can be found in the Abstracts and Indexes area of the Reference Department.

Every few weeks or months, the paper copies of some newspapers are replaced with microfilm copies. This is because of the physical bulk of extensive collections of newspapers and the difficulty of handling them. The library keeps the New York Times, the Christian Science Monitor, and the Wall Street Journal on microfilm on the court level of the library. Machines are available there for reading the microfilm and printing copies of pages from it. If you are unfamiliar with the operation of the machines, don't hesitate to ask members of the library staff for assistance.

Chapter Seven

BOOK REVIEW INDEXES

A book review is an article written about a book by a critic or scholar shortly after the book is published. Book reviews can help you to evaluate books you're using in your research by telling you what others have thought about them. They may describe plot, style, or character development, or discuss the book's central ideas. Often they provide information about the author.

Several indexes are published which list reviews printed in periodicals and other sources at the time the book was published. It is important for you to know the book's date of publication, author, and title when you use book review indexes since volumes are arranged chronologically and entries are listed alphabetically by author and title within each volume. For example, a book published in 1975 would probably be listed in the 1975 or 1976 volume of the index. If you don't have all the necessary information, however, a librarian may be able to help you find it.

Indexes to book reviews are shelved in the Abstracts and Indexes area of the Reference Department. Two of the most frequently used are:

Book Review Digest

Indexes and digests selected reviews from approximately 75 periodicals. Each volume is arranged alphabetically by the author of the book reviewed and each issue includes a subject and title index. For each book listed, there are quotations from selected reviews and references, without quotations, to other reviews. A four volume cumulative author/title index exists for books listed in BRD between 1905 and 1974.

Book Review Index

Indexes reviews from about 400 periodicals but does not give quotations from the reviews. A cumulative index exists for books listed between 1969 and 1979.

Book reviews can also be found in periodical indexes, some of which were mentioned in Chapter Five. It is important to remember that not all books are reviewed or indexed. If you cannot find a review of a book, however, be sure to ask for assistance from the Reference Librarian, who may be able to lead you to additional sources.

BOOK REVIEW DIGEST

SAMPLE ENTRY

Book author, title, pages, price, date, publisher.

Excerpt of a review

Journal in which review appeared (with volume #, page, date, # words)

REISS, TIMOTHY J. The discourse of modernism. 410p $28.50 1982 Cornell Univ. Press
190 Knowledge, Theory of
ISBN 0-8014-1464-4 LC 81-15212

"Experts will disagree with some of the analyses (especially of Kepler) and will dispute the degree to which Reiss moves beyond implication already present in Foucault's work. But what gives Reiss's work a very important and special place among the critical texts of the past decade is that it clarifies the implications of a vast theoretical field by showing in learned detail how it can work to produce a literary and historical methodology for reading texts and for analyzing the intellectual world that produced them. This volume will be indispensable reading for advanced students of literature and intellectual history for some years to come."

Choice 20:78 S '82 200w

BOOK REVIEW INDEX

SAMPLE ENTRY

Book author & title

Journals in which reviews appeared (with volume #, date, and page)

REISS, Timothy J - The Discourse Of Modernism
Choice - v20 - S '82 - p78
LJ - v107 - Ap 15 '82 - p813

Chapter Eight

GOVERNMENT PUBLICATIONS

The United States government is the largest publisher in the world. Its publications usually grow out of the functions of the government agencies which issue them; for instance, the United States Bureau of the Census is responsible for gathering various kinds of statistics on the population of the country and issues numerous publications on the subject.

Government documents contain a wealth of information on a wide variety of subjects from acid rain to Zaire. They may be short pamphlets or large multi-volume sets; some government documents are microfiche. They are a valuable resource for anyone doing research because they're authoritative and wide-ranging.

Our library is a selective depository for United States government publications. This means we get many, but not all, of the documents published by the federal government. The documents are, for the most part, located on the court level of the library. Most of them are shelved by the Superintendent of Documents classification scheme, commonly known as "SuDoc" numbers. This scheme arranges publications by their issuing agency. In order to find the SuDoc number for a particular publication, you must use an index called the Monthly Catalog, which is located in the Abstracts and Indexes area of the Reference Department.

Monthly Catalog

The Monthly Catalog of United States Government Publications is the index to publications of all branches of the United States Government. It is published every month and is divided into two sections: the catalog section and the index section. The catalog section is arranged by issuing agency and

gives complete bibliographic information for all publications listed. There are several indexes in the index section: author, title, subject, series report, keyword, and others. These indexes are cumulated at the end of each year.

It's necessary to take the following steps to find a publication in the Monthly Catalog:

1. Determine your research topic.

EMPLOYMENT OF WOMEN IN THE U.S.

2. Locate your topic in the subject index of the Monthly Catalog. Although there are other indexes to the Monthly Catalog, the subject index is the one most frequently used.

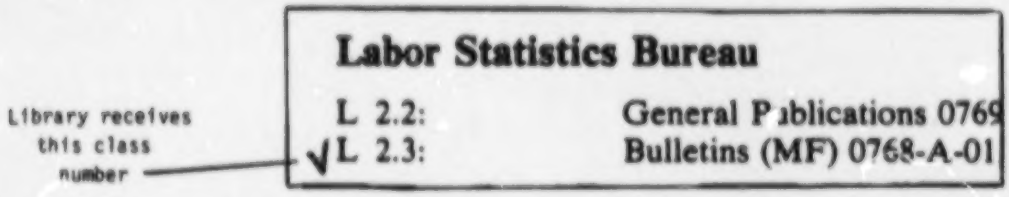
Subject Heading ——— **Women — Employment — United States.**
Title ——— Women at work : a chartoook.,
Entry Number ——— 83-19480

3. After you've located a title that fits your topic in the subject index (Women at Work: a Chartbook) and determined its entry number (83-19480), locate the entry number in the catalog section of the Monthly Catalog.

LABOR STATISTICS BUREAU
Labor Dept.
Washington, DC 20212

Entry Number — **83-19480**
SuDoc Number ——— **L 2.3:2168**
Women at work : a chartbook. — Washington, D.C. : U.S. Dept. of Labor, Bureau of Labor Statistics, 1983.
vi, 29 p. : col. ill. ; 22 x 28 cm. — (Bulletin ; 2168) "April 1983." ●Item 768-A-1 S/N 029-001-02750-8 @ GPO

4. After you've determined the SuDoc number, the document's call number, check the Class List (a black binder located with the Monthly Catalog) to see which SuDoc classification numbers the library has. Only those numbers preceded by a check mark are held by our library.



If our library doesn't have a particular document that you've located in the Monthly Catalog, see the Reference Librarian. She'll be able to help you to get it on interlibrary loan.

Chapter Nine

OTHER REFERENCE BOOKS

In the course of your research, you may need facts, statistics, or other kinds of brief information to support or develop an idea. This chapter discusses three of the many reference sources which provide these kinds of information.

ALMANACS

Almanacs are published annually and provide facts and statistics on a wide variety of subjects, such as disasters, sports, space, countries of the world, weather, awards, holidays, and U.S. presidents.

When you use an almanac, you should always begin with the index, which is located in either the front or the back of the volume.

Two of the most frequently used general almanacs are:

R
310
In3 — Information Please Almanac

R
317.3
W893 — World Almanac

BOTH OF THESE ALMANACS ARE IN THE READY REFERENCE COLLECTION DIRECTLY BEHIND THE REFERENCE DESK.

STATISTICS

Although almanacs contain statistical information, there are times when you will need to look at other reference books to find the statistics you need. The most commonly used compendium of statistical information is:

R
317.3
Un3S — Statistical Abstract of the United States

This book is published annually by the United States government and includes data gathered by various government agencies on such subjects as population, income, births, deaths, education, crime, and employment. Although most of the information provided concerns the United States, there are some statistics on foreign countries as well.

THE CURRENT VOLUME IS LOCATED IN THE READY REFERENCE COLLECTION DIRECTLY BEHIND THE REFERENCE DESK.

BIOGRAPHIES

There may be times in the course of your research when you'll need biographical information about a person whose name you've encountered. There are many sources of biographical information, including the encyclopedias, periodical and newspaper indexes, and other reference books already mentioned in this workbook. You can also find book-length biographies by looking under the person's last name in the Card Catalog. But there are also specialized reference sources which provide brief biographical information. Some of the most widely used are:

R
920
W62 — Who's Who

Biographies of living notables, primarily British.

R
920.73
W621 — Who's Who in America

Biographies of living notable Americans.

R
920.73
W62 — Who Was Who in America

Biographies of deceased notable Americans. Cumulative index in the latest volume.

R
920
C936 — Current Biography

Biographical articles about living leaders in all fields of human accomplishment the world over.

CONCLUSION

Our objective in this workbook has been to help you to acquire basic information about how to do research generally and in this library in particular. There are many more resources available to you in the library that have not been discussed in the book. Our purpose here has merely been to make a beginning.

We have concentrated in this workbook on certain of the library's printed resources. It is important for you to know that the library's human resources --its staff--can be even more valuable to you. Always feel free to ask a Reference Librarian for assistance when you're working on a research project or having difficulty using the collection. She is there to help you.